# Commission on Teacher Credentialing

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*Professional Services Division*

Date:    March 4, 2010

To:      Deans and Directors of Professional Teacher Preparation Programs and TPA Coordinators
From:   Lawrence Birch, Director, Professional Services Division

RE      Annual TPA Candidate Data Reporting


Beginning with the initial report due May 15, 2010, all accredited MS/SS programs will report individual candidate data related to the TPA.  This activity is intended to comply with various provisions of Education Code Section 44320.2.  These provisions require the Commission to collect and analyze data that assist in determining the validity and reliability of this assessment. The data will also be used by the model developers to address various provisions of the Commission's Assessment Quality Standards.

Last year, program sponsors received Program Sponsor Alert No. 09-01, dated March 17, 2009, stating the Commission's intention to begin data collection in 2010. The attachment to that document, Attachment A, outlined the data collection matrix. The data elements in Attachment A had been established by the TPA Implementation Task Force in 2008 and modified as appropriate based on input from the field during 2009 by the TPA Users Advisory Committee, the successor stakeholder representative organization of TPA users. The data collection elements remain the same as in the original Attachment A with the single exception that for the 2008-09 year, the candidate's credential type (MS/SS or both) will be collected. For subsequent years this data will not be collected separately as it will be reported via the Title II process.

Data from the 2008-09 academic year will be reported using the attached Excel template according to the directions enclosed. On April 15, 2010 programs will be emailed specific directions on how to upload completed data files.  The Commission will use a new state-adopted secure email system that encrypts files during transmission to assure safe transmission of sensitive information. Data files are due at the Commission no later than May 15, 2010.  Please do not send data files prior to receiving specific directions on how to use the secure email system on April 15.

The UAC and Commission staff are committed to making the data collection process as smooth as possible, recognizing that this is the initial effort at collecting TPA-related data on a statewide basis. As we work through this process, much as we once did with Title II, we will work with the UAC to refine and improve our efforts. Please read the information on the attached sheet carefully. Technical assistance for each TPA model will be provided by the model developers, as described in the enclosed directions.

Collecting this TPA data both addresses the legal requirements and provides valuable information for program improvement that will contribute to our understanding of how each of the TPA models works.  Thank you for your contribution to this process.

For more information on the data collection process, please contact Phyllis Jacobson, Administrator Professional Service Division, at pjacobson@ctc.ca.gov.


Attachment: Candidate Data Reporting Directions


*Ensuring Educator Excellence*

# FAST Candidate Data Reporting Directions

## 2008-09 Academic Year

1. **Timeframe**. The collection of TPA candidate data is accomplished annually covering the same period of time as the Title II report, i.e., the program's previous academic year, and will be submitted annually. *For example*, the May 15, 2010 annual report covers the program's 2008-09 academic year.

2. **Candidates**. Programs will report information on candidates who attempted any of the FAST tasks during the covered time period.

3. **Data Addressed.** Program should enter the demographic candidate data (including full SSN, individual task scores, task attempt(s), completion dates) on the reporting template provided. The graphic on the following page provides an explanation of the top and demographic data portions of the report.

    For the May 15, 2010 report only, programs will include data on credential type data. Beginning with 2009-2010 report, the Commission will already have these data for all candidates from Title II reporting.

    Programs should add more columns if a candidate had more than the three attempts per task allotted on the template. Programs are not limited to the two hundred rows formatted on the template.

4. **Demographic Data.** Since some of the demographic data will have been self-reported by the candidate, this could lead to discrepancies over time but, these differences to be minor

5. **Date Attempted/Completed.** We recognize that scoring may occur over several days during a defined scoring period. Programs need not report the exact date a task was scored; rather, they should report the last day of a scoring period. *For example,* if a program has a window of two weeks, October 1–14, to score a particular task, then report October 14 as the date attempted.

6. **Time Period**. The current May 15, 2010 report covers the program's 2008-09 academic year.

7. **Due Date**. The 2008-09 report is due no later than May 15, 2010.

8. **File Name Convention**. The Excel *FAST Candidate Data Report.xls* template must be renamed before submission. The file submitted should be named as follows:

    **[abbreviation of program sponsor name]-FAST-CandidateDataReport-05-15-10.xls.**
    *For example,* CSUF-FAST-CandidateDataReport-05-15-10.xls.

9. **Submitting the File**. Programs will submit ONE completed and appropriately named file as an attachment to be sent via encrypted secure email, a process already in use by other State agencies. Specific directions to complete this process will be emailed to programs on April 15, 2010. In the meantime, programs should ready the report for submission.

**Technical assistance**. Please address technical questions to Suzanne Sullivan, ssullivan@ctc.ca.gov.

# Explanation of the Upper Portion of FAST Candidate Data Collection Template

Type the number of the program's minimum passing score on a task.
*For example*, 2.

Type the number of the program's overall minimum passing score, the total for all four tasks.
*For example*, 12.

## TPA Candidate Data Collection for 2008-09 Academic Year — FAST Template

Mouse over for Demographic Data Key

Name of Program: California State University, Fresno

|  | Minimum Passing Score |  |
| --- | --- | --- |
| Per Task: | <--number | Total | <--number |

**Candidate Program Type** (select one):
T = Traditional (regular, candidate student teaching)
I = Intern (candidate interning)
B = Blended (candidate an undergrad working toward both a Bachelor degreen and Credential)

**Credential Type**
MS = Multiple Subject
SS = Single Subject
D = Dual (candidate working toward both MS and SS credentials while in the program)

**Ethnicity:**
H = Hispanic/Latino of any race
**Race** (select one):
A = Asian
B = Black or African American
I = American Indian or Alaska Native
P = Native Hawaiian or Other Pacific Islander
W = White
T = Two or more races

**Highest Degree held** (select one):
N = None
A = Associate
B = Bachelor
M = Master
D = Doctorate
S = Special (e.g., Juris Doctor)

### Demographic Data

| SSN | Last name | First name | Candidate Program Type (see Key above) | Candidate Credential Type (see Key above) | Gender (F or M) | Ethnicity/ Race (see Key above) | Native English Speaker (Y or N) | Highest Degree hel (see Key above) |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |

Full 9 digit SSN.

Type the appropriate reponse,
F or M
Y or N